

THE FORMAT FOR THE PRACTICE PODCAST

First:

- ☐ Introduction theme song
- ☐ Welcome message
- ☐ Tell the audience what to expect in the podcast
- ☐ Tell who is speaking
- ☐ Mention the date
- ☐ Tell the audience where you are in the world
- ☐ Introduce your person you are interviewing

Second:

- ☐ Use open-ended questions to draw out interesting and relevant information from the interviewee
- ☐ Ask follow-up questions that are relevant
- ☐ Use conversational tone
- ☐ Thank you person for the interview

Third:

- ☐ Wrap up with final comments
- ☐ Outro theme song

Assessment Checklist for Delivery

- ☐ follows the format and procedure as agreed upon
- ☐ extremely well rehearsed
- ☐ smooth delivery in a conversational style
- ☐ highly effective enunciation, expression and rhythm
- ☐ keeps the audience hooked
- ☐ consistently uses correct grammar
- ☐ volume of voices enhances presentation

Assessment Checklist for Technical Production

- ☐ transitions are smooth, spaced correctly, and without noisy, dead space
- ☐ makes every effort to anticipate and filter out unwanted ambient noise
- ☐ effective use of music
- ☐ sound remains at a consistent level throughout
- ☐ follows the format and procedure as agreed upon
- ☐ appropriate length to keep the audience interested and engaged